

## **EXHIBIT AA**

### **Newly Promoted Officer Training Special Bulletin, HOU00146960-63**

# SPECIAL BULLETIN

HOUSTON FIRE DEPARTMENT

OFFICE OF THE FIRE CHIEF

**STATION OFFICER:**

A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_

JANUARY 6, 2010

**SPECIAL BULLETIN NO. 1**

**TO: ALL OFFICERS AND MEMBERS**

**SUBJECT: 80-HOUR TRAINING FOR NEWLY PROMOTED OFFICERS (NPO'S) /  
JANUARY 19<sup>TH</sup> - 29<sup>TH</sup>, 2010 CLASS**

An 80-hour Officer Development Training Class will be presented to the members being promoted to the rank of Captain from the most recent promotional list, dated October 13, 2008.

**Topics to be covered:**

- Diversity and Staff Services
- Smoke Reading, Arson, and Documentation
- Incident Command
- Large Area Search and Extrication
- Officer Development
- Hose Advances
- Multi-Company Drill
- Truck Operations

The class will be conducted from Tuesday, January 19<sup>th</sup> to Friday, January 29<sup>th</sup>, 2010. Classes will be Tuesday through Friday both weeks and will be conducted from 0700 hours to 1700 hours each day. All members are required to report to Classroom #115, in the new Officer Development Center, at the Val Jahnke Training Facility.

All members must bring full PPE gear for participation in this class.

See the following schedule for personnel assigned to attend this course. Note the time calculations for each member attending this class.

**This course is mandatory.**

Personnel attending class will park in Parking Lot 1. Do not park in Parking Lot 2; it is designated for personnel working in the Administration Building or visitors conducting business in the Administration Building.

Please direct any questions or concerns about this schedule to Assistant Chief Carl Matejka, Emergency Operations, at 713.247.5082.

Please direct any questions or concerns about this course to Captain Tony Reed, Professional Development, at office: 713.640.0327, or cell: 713.859.4284.

A handwritten signature in cursive script that reads "Daniel P. Snell".

Daniel Snell  
Acting fire chief

Attachment: NPO 80 - Hour Course - Personnel Schedule / January 2010

### Newly Promoted Officer Training (Captain)

#### Time Calculations

Name	PR#	Sta.	Shift	Released from Duty	Additional Time	Return to Duty	Additional Time Owed to City or Member
Sillman, Christopher	117479	46	A	1330 hrs on 1/13/10	off 24 hrs 1/15/10	1/31/2010	Owes 20 hrs on 2-2-10
Reid, Michael	111916	37	A	1330 hrs on 1/15/10		1/31/2010	Owes 20 hrs on 2-2-10
Clark, Aaron	112816	54	D	0330 hrs on 1/13/10		1/30/2010	Owes 5 hrs on 2-1-10
Rodriguez, Iris	63064	21	D	0330 hrs on 1/13/10		1/30/2010	Owes 5 hrs on 2-1-10
Pate, David	100953	61	B	0630 hrs on 1/15/10		1/30/2010	Owes 3 hrs on 2-3-10
Burleson, Ricky	116939	82	C	0630 hrs on 1/12/10	Owes 4 hrs 1/13/10	2/2/2010	Owes 23 hrs on 2/6/10
Thomas, Dennis	108939	49	D	0330 hrs on 1/13/10		2/3/2010	Owes 24 hrs on 2/7/10 & 5 hrs on 2/9/10
Wells, Matthew	117484	56	A	1330 hrs on 1/15/10		1/31/2010	Owes 20 hrs on 2-2-10
Holmann, Lonnie	108548	OEC	Days	40 hr Work Week			
Higgins, Ricky	88881	68	A	1330 hrs on 1/13/10	off 24 hrs on 1-15-10	1/31/2010	Owes 20 hrs on 2-2-10
Small, Calvin	120937	31	D	0430 hrs on 1/10/10	off 24 hrs on 1/12/10	2/3/2010	Owes 24 hrs on 2/7/10 & 5 hrs on 2/9/10
Holbert, John	119522	64	B	1/13/2010	off 24 hrs on 1-15-10	1/30/2010	Owes 3 hrs on 2/3/10
Watkins, Bradly	116992	33	D	0330 hrs on 1/13/10	off 24 hrs on 1-14-10	2/3/2010	Owes 24 hrs on 2/7/10 & 5 hrs on 2/9/10
Harris, Michael	115716	12	A	1330 hrs on 1/14/10	off 24 hrs on 1-15-10	1/31/2010	Owes 20 hrs on 2-2-10
Lawson, Jakob	118041	8	D	0430 hrs on 1/12/10		2/3/2010	Owes 24 hrs on 2/7/10 & 5 hrs on 2/9/10
Newell, William	115733	46	B	1/15/2010		1/30/2010	Off at 0930 on 1/30/10
Garza, Alex	105553	76	D	0430 hrs on 1/12/10		2/3/2010	Owes 24 hrs on 2/7/10 & 5 hrs on 2/9/10
Johnson, Dexter	105001	22	D	0430 hrs on 1/12/10		2/3/2010	Owes 24 hrs on 2/7/10 & 5 hrs on 2/9/10

**Newly Promoted Officer Training (Captain)****Time Calculations**

<b>Name</b>	<b>PR#</b>	<b>Sta.</b>	<b>Shift</b>	<b>Released from Duty</b>	<b>Additional Time</b>	<b>Return to Duty</b>	<b>Additional Time Owed to City or Member</b>
Doolittle, Robert	96056	40	A	1330 hrs on 1/14/10	off 24 hrs on 1-15-10	1/31/2010	Owes 20 hrs on 2-2-10
Ponte, Ennio G	87974	24	C	1003 hrs on 1/13/10		2/2/2010 @ 0730	

\*Those members owing the City additional time shall be allowed to utilize accrued vacation/holiday time or elect to work. In either case, those members owing the City additional time shall contact the affected District Chief (e.g. an A shift member paying back on C Shift, shall contact the on duty C Shift Chief) of their decision. For those members electing to work, the affected District Chief shall schedule their work hours in accordance with their district's staffing requirements